



TORQ Analysis of Compensation, Benefits, and Job Analysis Specialists to Human Resources Assistants, Except Payroll and Timekeeping

INPUT SECTION:

Transfer	Title	O*NET	Filters		
From Title:	Compensation, Benefits, and Job Analysis Specialists	13-1072.00	Abilities:	Importance Level: 50	Weight: 1
To Title:	Human Resources Assistants, Except Payroll and Timekeeping	43-4161.00	Skills:	Importance Level: 69	Weight: 1
Labor Market Area:	Maine Statewide		Knowledge:	Importance Level: 69	Weight: 1

OUTPUT SECTION:

Grand TORQ:

91

Ability TORQ				Skills TORQ				Knowledge TORQ			
Level		<div></div> 94		Level		<div></div> 94		Level		<div></div> 86	
Gaps To Narrow if Possible				Upgrade These Skills				Knowledge to Add			
Ability	Level	Gap	Impt	Skill	Level	Gap	Impt	Knowledge	Level	Gap	Impt
Flexibility of Closure	48	13	56	No Skills Upgrade Required!				Clerical	87	21	90
Finger Dexterity	35	14	50					Customer and Personal Service	71	5	69
Perceptual Speed	35	3	53					English Language	61	2	76

LEVEL and IMPT (IMPORTANCE) refer to the Target Human Resources Assistants, Except Payroll and Timekeeping. GAP refers to level difference between Compensation, Benefits, and Job Analysis Specialists and Human Resources Assistants, Except Payroll and Timekeeping.

ASK ANALYSIS

Ability Level Comparison - Abilities with importance scores over 50

Description	Compensation, Benefits, and Job Analysis Specialists	Human Resources Assistants, Except Payroll and Timekeeping	Importance
Oral Comprehension	60	55	78
Written Comprehension	62	59	78
Oral Expression	60	59	75
Written Expression	60	50	72



Near Vision	62	59	72
Speech Clarity	59	46	72
Problem Sensitivity	55	44	68
Speech Recognition	55	51	68
Information Ordering	55	50	65
Selective Attention	39	37	62
Deductive Reasoning	62	51	59
Inductive Reasoning	57	48	59
Category Flexibility	55	53	56
Flexibility of Closure	35	48	56
Perceptual Speed	32	35	53
Finger Dexterity	21	35	50

Skill Level Comparison - Abilities with importance scores over 69

Description	Compensation, Benefits, and Job Analysis Specialists	Human Resources Assistants, Except Payroll and Timekeeping	Importance
Active Listening	70	65	86
Reading Comprehension	66	62	81
Speaking	63	58	72
Time Management	60	53	70

Knowledge Level Comparison - Knowledge with importance scores over 69

Description	Compensation, Benefits, and Job Analysis Specialists	Human Resources Assistants, Except Payroll and Timekeeping	Importance
Clerical	66	87	90
Personnel and Human Resources	73	63	84
English Language	59	61	76
Customer and Personal Service	66	71	69

Experience & Education Comparison

Related Work Experience Comparison			Required Education Level Comparison		
Description	Compensation, Benefits, and Job Analysis Specialists	Human Resources Assistants, Except Payroll and Timekeeping	Description	Compensation, Benefits, and Job Analysis Specialists	Human Resources Assistants, Except Payroll and Timekeeping
10+ years	0%	0%	Doctoral	0%	0%
8-10 years	0%	0%	Professional Degree	0%	0%
6-8 years	0%	2%	Post-Masters Cert	0%	0%
4-6 years	13%	15%	Master's Degree	2%	8%



2-4 years	28%		25%	Post-Bachelor Cert	0%		0%
1-2 years	52%		33%	Bachelors	59%		22%
6-12 months	0%		10%	AA or Equiv	24%		11%
3-6 months	0%		0%	Some College	13%		23%
1-3 months	0%		11%	Post-Secondary Certificate	0%		1%
0-1 month	0%		0%	High School Diploma or GED	0%		32%
None	3%		0%	No HSD or GED	0%		0%

Compensation, Benefits, and Job Analysis Specialists	Human Resources Assistants, Except Payroll and Timekeeping
Most Common Educational/Training Requirement:	
Bachelor's degree	Short-term on-the-job training
Job Zone Comparison	
<p>4 - Job Zone Four: Considerable Preparation Needed</p> <p>A minimum of two to four years of work-related skill, knowledge, or experience is needed for these occupations. For example, an accountant must complete four years of college and work for several years in accounting to be considered qualified.</p> <p>Most of these occupations require a four - year bachelor's degree, but some do not.</p> <p>Employees in these occupations usually need several years of work-related experience, on-the-job training, and/or vocational training.</p>	<p>3 - Job Zone Three: Medium Preparation Needed</p> <p>Previous work-related skill, knowledge, or experience is required for these occupations. For example, an electrician must have completed three or four years of apprenticeship or several years of vocational training, and often must have passed a licensing exam, in order to perform the job.</p> <p>Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree. Some may require a bachelor's degree.</p> <p>Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers.</p>

Tasks

Compensation, Benefits, and Job Analysis Specialists	Human Resources Assistants, Except Payroll and Timekeeping
Core Tasks	Core Tasks
Generalized Work Activities:	Generalized Work Activities:
<ul style="list-style-type: none"> Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources. Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person. Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time. Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information. Processing Information - Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data. 	<ul style="list-style-type: none"> Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time. Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person. Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information. Performing Administrative Activities - Performing day-to-day administrative tasks such as maintaining information files and processing paperwork. Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work.
Specific Tasks	Specific Tasks
Occupation Specific Tasks:	



- Administer employee insurance, pension and savings plans, working with insurance brokers and plan carriers.
- Advise managers and employees on state and federal employment regulations, collective agreements, benefit and compensation policies, personnel procedures and classification programs.
- Advise staff of individuals' qualifications.
- Analyze organizational, occupational, and industrial data to facilitate organizational functions and provide technical information to business, industry, and government.
- Assess need for and develop job analysis instruments and materials.
- Assist in preparing and maintaining personnel records and handbooks.
- Consult with or serve as a technical liaison between business, industry, government, and union officials.
- Develop, implement, administer and evaluate personnel and labor relations programs, including performance appraisal, affirmative action and employment equity programs.
- Ensure company compliance with federal and state laws, including reporting requirements.
- Evaluate job positions, determining classification, exempt or non-exempt status, and salary.
- Negotiate collective agreements on behalf of employers or workers, and mediate labor disputes and grievances.
- Observe, interview, and survey employees and conduct focus group meetings to collect job, organizational, and occupational information.
- Perform multifactor data and cost analyses that may be used in areas such as support of collective bargaining agreements.
- Plan and develop curricula and materials for training programs and conduct training.
- Plan, develop, evaluate, improve, and communicate methods and techniques for selecting, promoting, compensating, evaluating, and training workers.
- Prepare occupational classifications, job descriptions and salary scales.
- Prepare reports, such as organization and flow charts, and career path reports, to summarize job analysis and evaluation and compensation analysis information.
- Prepare research results for publication in form of journals, books, manuals, and film.
- Provide advice on the resolution of classification and salary complaints.
- Research employee benefit and health and safety practices and recommend

Occupation Specific Tasks:

- Administer and score applicant and employee aptitude, personality, and interest assessment instruments.
- Answer questions regarding examinations, eligibility, salaries, benefits, and other pertinent information.
- Arrange for advertising or posting of job vacancies, and notify eligible workers of position availability.
- Arrange for in-house and external training activities.
- Compile and prepare reports and documents pertaining to personnel activities.
- Examine employee files to answer inquiries and provide information for personnel actions.
- Explain company personnel policies, benefits, and procedures to employees or job applicants.
- Gather personnel records from other departments or employees.
- Inform job applicants of their acceptance or rejection of employment.
- Interview job applicants to obtain and verify information used to screen and evaluate them.
- Prepare badges, passes, and identification cards, and perform other security-related duties.
- Process and review employment applications to evaluate qualifications or eligibility of applicants.
- Process, verify, and maintain documentation relating to personnel activities such as staffing, recruitment, training, grievances, performance evaluations, and classifications.
- Provide assistance in administering employee benefit programs and worker's compensation plans.
- Record data for each employee, including such information as addresses, weekly earnings, absences, amount of sales or production, supervisory reports on performance, and dates of and reasons for terminations.
- Request information from law enforcement officials, previous employers, and other references to determine applicants' employment acceptability.
- Search employee files to obtain information for authorized persons and organizations, such as credit bureaus and finance companies.
- Select applicants meeting specified job requirements and refer them to hiring personnel.

Detailed Tasks



changes or modifications to existing policies.

- Research job and worker requirements, structural and functional relationships among jobs and occupations, and occupational trends.
- Review occupational data on Alien Employment Certification Applications to determine the appropriate occupational title and code, and provide local offices with information about immigration and occupations.
- Speak at conferences and events to promote apprenticeships and related training programs.
- Work with the Department of Labor and promote its use with employers.

Detailed Tasks

Detailed Work Activities:

- advise department managers in personnel matters
- advise governmental or industrial personnel
- advise management or labor union officials on labor relation issues
- analyze data to identify personnel problems
- analyze scientific research data or investigative findings
- arbitrate personnel disputes
- categorize occupational, educational, or employment information
- communicate technical information
- conduct research on work-related topics
- conduct training for personnel
- develop course or training objectives
- develop job evaluation programs
- ensure compliance with government regulations
- ensure correct grammar, punctuation, or spelling
- evaluate personnel benefits policies
- evaluate qualifications or eligibility of applicant for employment
- explain rules, policies or regulations
- fill out business or government forms
- identify problems or improvements
- implement employee compensation plans
- improve methods for worker selection or promotion
- maintain administrative services procedures manual
- maintain job descriptions
- make presentations
- negotiate labor agreements
- obtain information from individuals

Detailed Work Activities:

- administer tests to determine qualifications
- answer questions from employees or public
- arrange teleconference calls
- communicate with customers or employees to disseminate information
- compile numerical or statistical data
- distribute correspondence or mail
- enter time sheet information
- evaluate qualifications or eligibility of applicant for employment
- examine files or documents to obtain information
- explain rules, policies or regulations
- fill out business or government forms
- fill out insurance forms
- issue identification documents to employees, members, or visitors
- maintain file of job openings
- maintain inventory of office forms
- maintain job descriptions
- maintain legal forms
- maintain records, reports, or files
- obtain information from individuals
- prepare reports
- provide customer service
- publicize job openings
- request reports or records
- schedule activities, classes, or events
- select applicants meeting qualifications
- take messages
- use computers to enter, access or retrieve data
- use information from previous employers to determine applicant acceptability
- use interviewing procedures
- use oral or written communication techniques
- use word processing or desktop publishing software
- write business correspondence



- prepare or maintain employee records
- prepare recommendations based upon research
- prepare report of findings or recommendations
- prepare reports
- prepare technical reports identifying results of research
- resolve personnel problems or grievances
- resolve worker or management conflicts
- understand government labor or employment regulations
- use cost benefit analysis techniques
- use government regulations
- use interpersonal communication techniques
- use interviewing procedures
- use knowledge of employee classification system
- use public speaking techniques
- write administrative procedures services manual
- write employee orientation or training materials

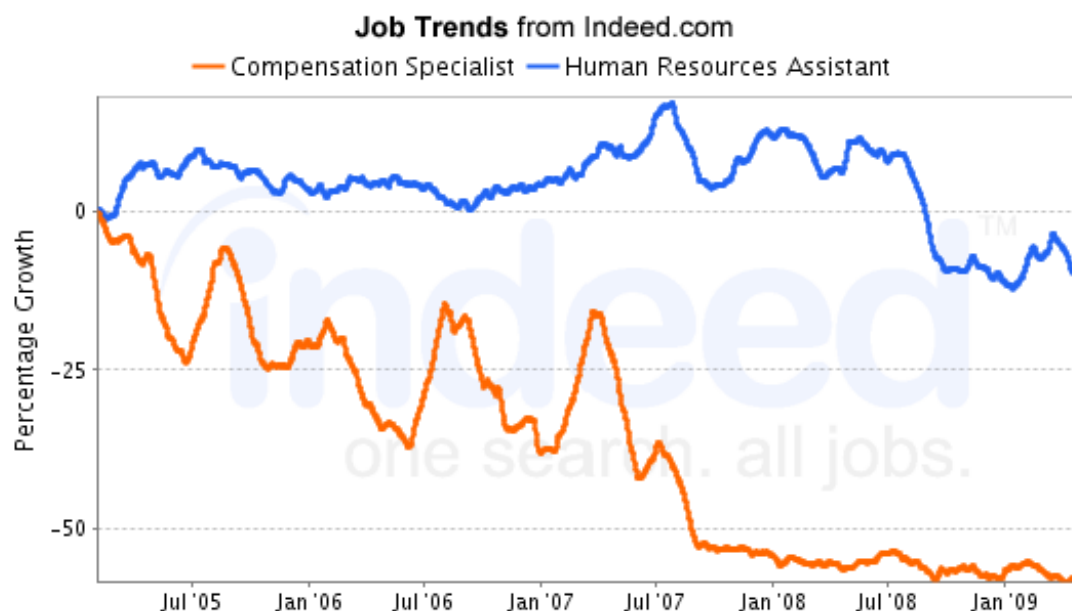
Labor Market Comparison

Description	Compensation, Benefits, and Job Analysis Specialists	Human Resources Assistants, Except Payroll and Timekeeping	Difference
Median Wage	\$ 43,900	\$ 30,330	\$(13,570)
10th Percentile Wage	\$ 29,740	\$ 22,350	\$(7,390)
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	\$ 55,780	\$ 35,550	\$(20,230)
90th Percentile Wage	\$ 68,800	\$ 39,540	\$(29,260)
Mean Wage	\$ 46,470	\$ 30,620	\$(15,850)
Total Employment - 2007	770	510	-260
Employment Base - 2006	805	538	-267
Projected Employment - 2016	866	601	-265
Projected Job Growth - 2006-2016	7.6 %	11.7 %	4.1 %
Projected Annual Openings - 2006-2016	23	10	-13



National Job Posting Trends

Trend for Compensation, Benefits, and Job Analysis Specialists

Trend for
Human
Resources
Assistants,
Except
Payroll and
TimekeepingData from [Indeed](http://Indeed.com)

Recommended Programs

General Office/Clerical and Typing Services

General Office Occupations and Clerical Services. A program that prepares individuals to provide basic administrative support under the supervision of office managers, administrative assistants, secretaries, and other office personnel. Includes instruction in typing, keyboarding, filing, general business correspondence, office equipment operation, and communications skills.

Institution	Address	City	URL
Northern Maine Community College	33 Edgemont Dr	Presque Isle	www.nmcc.edu

Maine Statewide Promotion Opportunities for Compensation, Benefits, and Job Analysis Specialists

O*NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings
13-1072.00	Compensation, Benefits, and Job Analysis Specialists	100	4	770	\$43,900.00	\$0.00	8%	23
13-2053.00	Insurance Underwriters	91	3	460	\$56,090.00	\$12,190.00	-1%	12



11-3041.00	Compensation and Benefits Managers	90	3	200	\$68,560.00	\$24,660.00	2%	5
13-1031.01	Claims Examiners, Property and Casualty Insurance	90	3	1,570	\$49,360.00	\$5,460.00	3%	44
41-3031.02	Sales Agents, Financial Services	90	4	0	\$65,230.00	\$21,330.00	5%	33
41-3031.01	Sales Agents, Securities and Commodities	88	4	0	\$65,230.00	\$21,330.00	5%	33
13-2072.00	Loan Officers	88	3	1,450	\$49,380.00	\$5,480.00	9%	29
23-2092.00	Law Clerks	88	4	50	\$43,930.00	\$30.00	-7%	1
19-3021.00	Market Research Analysts	87	4	200	\$49,960.00	\$6,060.00	3%	2
23-1022.00	Arbitrators, Mediators, and Conciliators	87	5	40	\$46,160.00	\$2,260.00	2%	1
13-2052.00	Personal Financial Advisors	87	3	360	\$94,100.00	\$50,200.00	10%	13
11-3011.00	Administrative Services Managers	87	4	1,090	\$56,630.00	\$12,730.00	5%	34
11-3031.02	Financial Managers, Branch or Department	87	4	2,440	\$67,670.00	\$23,770.00	7%	58
41-1012.00	First-Line Supervisors/Managers of Non-Retail Sales Workers	86	4	930	\$55,220.00	\$11,320.00	-1%	19
11-2031.00	Public Relations Managers	86	4	290	\$71,020.00	\$27,120.00	9%	10

Maine Statewide Promotion Opportunities for Human Resources Assistants, Except Payroll and Timekeeping

O*NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings
43-4161.00	Human Resources Assistants, Except Payroll and Timekeeping	100	3	510	\$30,330.00	\$0.00	12%	10
43-6011.00	Executive Secretaries and Administrative Assistants	95	3	3,330	\$38,830.00	\$8,500.00	6%	76
43-9041.01	Insurance Claims Clerks	94	2	1,810	\$31,380.00	\$1,050.00	-8%	22
43-9041.02	Insurance Policy Processing Clerks	94	2	1,810	\$31,380.00	\$1,050.00	-8%	22



43-3051.00	Payroll and Timekeeping Clerks	93	3	650	\$30,470.00	\$140.00	-3%	17
13-1072.00	Compensation, Benefits, and Job Analysis Specialists	93	4	770	\$43,900.00	\$13,570.00	8%	23
13-2053.00	Insurance Underwriters	91	3	460	\$56,090.00	\$25,760.00	-1%	12
23-2011.00	Paralegals and Legal Assistants	91	3	1,010	\$40,260.00	\$9,930.00	15%	30
13-1031.01	Claims Examiners, Property and Casualty Insurance	91	3	1,570	\$49,360.00	\$19,030.00	3%	44
13-2081.00	Tax Examiners, Collectors, and Revenue Agents	90	3	450	\$36,790.00	\$6,460.00	5%	13
43-4011.00	Brokerage Clerks	90	3	270	\$39,120.00	\$8,790.00	-13%	8
43-6012.00	Legal Secretaries	90	3	1,300	\$33,360.00	\$3,030.00	5%	29
23-2092.00	Law Clerks	89	4	50	\$43,930.00	\$13,600.00	-7%	1
43-3061.00	Procurement Clerks	89	3	0	\$33,300.00	\$2,970.00	-2%	5
13-1071.02	Personnel Recruiters	89	4	610	\$41,200.00	\$10,870.00	10%	19